

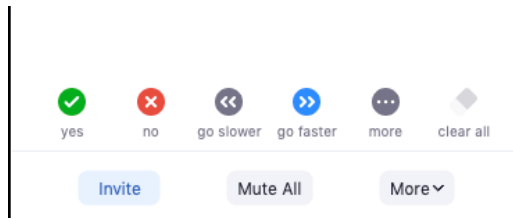
Zoom for Government Host Tips and Tricks

Tips for Zoom Hosts

- **Lighting:**
 - Sit facing a light source and avoid back light.
 - Optimize natural light sources and balance natural lighting with lamps.
 - Light color walls are preferable.
 - Put your webcam at eye level or higher – experiment for best angles
 - **Make Eye Contact** - Try to look at your webcam versus the screen.
- **Audio:**
 - When working in the office, it is recommended to use headphones with a microphone.
 - Close Skype, Teams, or any other applications that use speaker and/or microphone to reduce audio device conflicts
 - When using a headset, ensure audio is on mute while taking headsets on and off.
- **Sensitive Information**
 - Discussion or disclosure of Personally Identifiable Information (PII), Controlled Unclassified Information (CUI), or any other sensitive data in the meeting is **not permitted**.

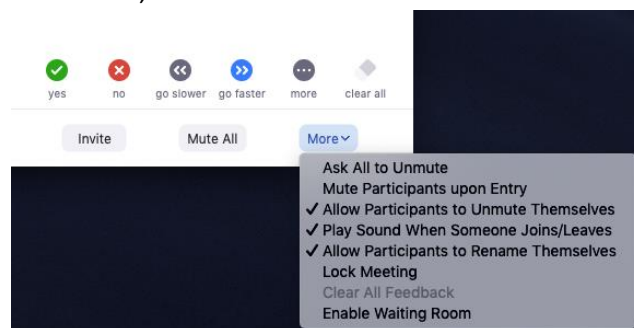
1. Mute Participants:

- a. Click the Participants button located in the meeting controls.
- b. Hover over a participant and click **Mute** or click **Mute All** at the bottom of the list.
- c. **Note:** Due to privacy and security reasons, the host **cannot** unmute other participants without their consent. The host can either use the **Ask All to Unmute** option, which will prompt every user to unmute themselves



2. Asking all participants to unmute

Click the **Participants** button  located in the meeting controls.
Click **More**, then click **Ask All to Unmute** from the list.




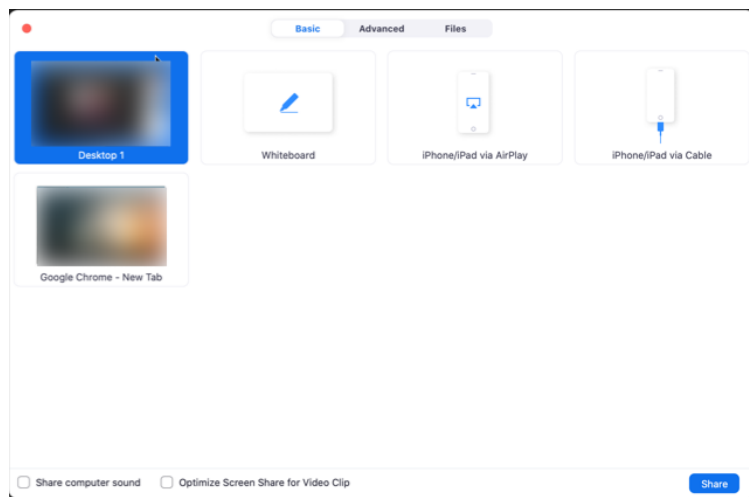
All other participants will then be prompted to **Unmute** or **Stay Muted**.

The host would like you to unmute



3. Share Screen/Content

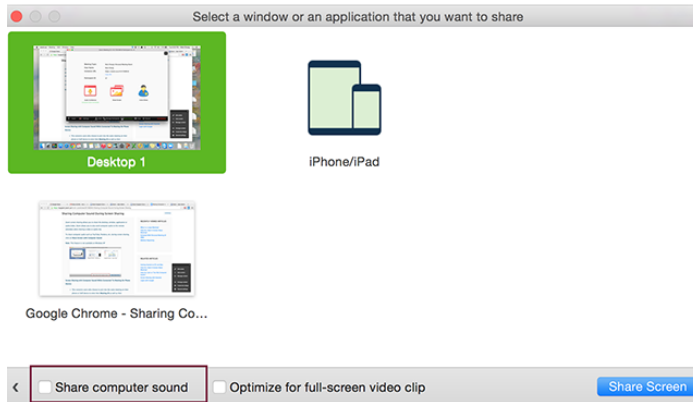
- Click the Share Screen button  located in your meeting controls.
- Select **Basic** to share your entire desktop, specific application window, or whiteboard.
- Note:** When you are presenting, close out of other files so it is easier to locate the actual file/application you want to share.



4. Share System Audio in Meeting/Live Event

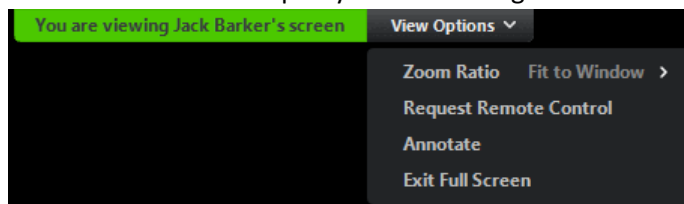
- Zoom screen sharing allows you to share the desktop, window, application or audio/video. Zoom allows you to also send computer audio to the remote attendees when sharing a video or audio clip. Then select the screen with the video or content you want to share.
- Note:** Computer sound cannot be shared while multiple screens are being shared.

To share computer audio such as YouTube, Pandora, etc. during screen sharing, click on **Share Computer Sound**.

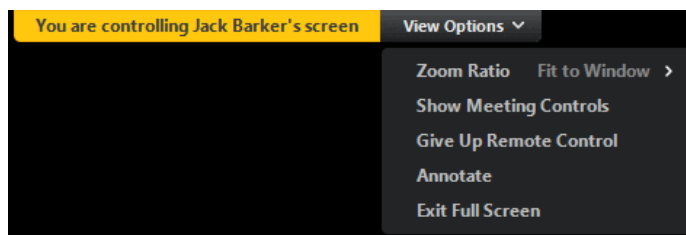


5. Requesting Remote Control

- Only Department of Education employees should be granted remote control.**
- The remote control feature allows you to take control of another participant's screen in a meeting.
- While viewing another participant's screen share, click the **View Options** dropdown menu located at the top of your in-meeting window



- Select **Request Remote Control**, then click **Request** to confirm.
- The host or participant will get a notification asking if they want to allow you to control their screen.
- Click inside the screen share to start controlling the participant's screen.
- To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control**.



6. Giving Remote Control

- Only Department of Education employees should be granted remote control.**
- While screen sharing, you can give remote control to participant who is in the meeting. Click **Remote Control** and select the participant. The participant can click anywhere on their screen to start control.
- To regain control, click anywhere on your screen. The other user can still restart remote control by clicking on their screen.
- Tip: You can also click **Stop Share** to regain control and not allow the other participant to start remote control again.